

REQUEST FOR RESPONSE: Agricultural Fairs Improvement Program
MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES

RFR No. AGR-AFIP-07-P

Due Date: March 21, 2007

Contact: Mary Jordan, Director
Division of Agricultural Development
Massachusetts Department of Agricultural Resources
251 Causeway Street Suite 500
Boston, MA 02114-2151
617-626-1750

This Request for Response (RFR) contains three sections; Section I - Program Description, Section II - Application, Section III - Financial Statement. Those responding (Responders) must complete Sections II and III and return to the contact noted above by March 21, 2007 in order to be considered for participation in the program.

SECTION I – PROGRAM DESCRIPTION

(1) Purpose:

The Massachusetts Department of Agricultural Resources (“Agricultural Resources”) invites responses from Massachusetts’ Agricultural Fair organizations (“Fairs”) to participate in the Agricultural Fairs Improvement Program. These organizations must be willing in Phase I, to commit sufficient time to properly participate in the business planning process, and, if they advance to Phase II, must be willing to agree to implement agreed upon components of an improvement plan, and to place their fairground property under a Land Covenant (Covenant). All awards pursuant to this Program are contingent upon legislative authorization and administrative appropriation.

The overall purpose of the Agricultural Fairs Improvement Program (“Program”) is to assist Fairs with improving their viability with anticipation of sustaining the fair through the development and implementation of an Agricultural Fair Improvement Plan (“Business Plan” or “Plan”). A comprehensive Business Plan is developed in Phase I by a team comprised of Consultants engaged by Agricultural Resources displaying knowledge and expertise within the agricultural fair sector. The Plan suggests ways for a fair to increase income through such methods as improved management practices, diversification of activities, marketing, and promotion. In addition, the Plan may make recommendations concerning environmental and resource conservation measures or meeting regulatory requirements on the agricultural fair property.

Fairs, that develop Business Plans with Agricultural Resources in Phase I, are eligible to participate in Phase II of the Program upon a declaration of interest by the Agricultural Fair Land Owner (“Land Owner”) and upon a favorable decision of Agricultural Resources. Phase II of the Program requires the execution of a contract between Agricultural Resources and the Land Owner. The owner of the property is required to grant a Covenant to the Commonwealth of Massachusetts for a term of five or ten years. In exchange, Agricultural Resources provides the Fair with funding to implement specific portions of the Plan. Participation in Phase II is based, in part, on the financial needs of the Participant and/or the Plan’s ability to improve the economic viability and possibly the

environmental integrity of the Fair. **The entire Fair property must be included in the Covenant.**

The earliest possible payment under Phase II of the Program is May 15, 2007. The schedule is as follows: Review of responses to this RFR is March 23, 2007. Pending the availability of funds, notification of acceptance into Phase I – March 30, 2007. Orientation for Fairs that are accepted into the Program will take place the first week of April at a location to be determined. The Plans will be developed before May 15, 2007 (Phase I). Executing documents in preparation of payment in Phase II then takes approximately four to six weeks from the time the Plan is accepted. During this time a contract, Covenant and other required documents are prepared and executed. Depending on the availability of funds, Agricultural Resources approval of contracts and release of funds is expected to take place between May 2007 and June 2007. **Costs incurred prior to contract and execution of Covenant in Phase II cannot be reimbursed and will not qualify as Program expenditures.** Should additional funds become available, Agricultural Resources may select other Responders, not initially chosen for participation, to participate in the Program at any time during Fiscal Year 2007. Typical uses of funds in a contract may include improvements to meet regulatory requirements, infrastructure (electricity, water/ sewer, building repair or remodeling), enhancing exhibits, construction of new buildings, campsites, etc. Ineligible use of funds: paying debt, entertainment fees, buying land, marketing and promotion costs, and operating costs.

Agricultural Resources is announcing this RFR to introduce the industry to a new program and create a process to benefit program participants. Responders in this initial pilot round of applications should be aware that Agricultural Resources intends to select only 2 or 3 eligible Responders to this Fiscal Year 2007 RFR. Selected Responders will receive technical assistance and develop a business plan in a condensed format of about six weeks. This will not be enough time to develop a comprehensive business plan but will allow participants to receive enough guidance to complete a business plan and receive funding within the schedule proposed above. Agricultural Resources will evaluate the process and improve it where possible in anticipation of announcing a new open application period for wider participation in Fiscal Year 2008.

(2) Contract and Performance Specifications:

A. Eligibility

To be eligible for participation in the Program, a Responder must own, or be a Co-Responder with the owner of, at least 5 acres of land, which must be in active use and managed as a commercial enterprise or agricultural fair by the Responder for at least the three previous years.

Land held in a restriction or similar encumbrances cannot be used to qualify for Phase II. Encumbered lands are eligible only for Phase I (business planning services). Non-restricted acreage, owned by a Fair or another Land Owner of similarly encumbered lands, can be used to qualify for Phase II. Such acreage could be placed under a Covenant and could be eligible for funding in the Program.

Fairs that are non-profit organizations are eligible for this Program.

B. Criteria for Selection in Phase I

Applications will be evaluated and selected based on the following criteria. They are listed in order of importance.

- (1) **Degree of threat to the continuation of the Fair and/or the Land.** A threat can include, but is not limited to, financial instability, development encroachment, market forces, or management changes that may negatively impact continuing the Fair and/ or the Land. **This factor is the most important consideration in reviewing applications and selecting Fairs to participate in the Program under this RFR.**
- (2) Number of acres of land to be protected by the Covenant. Higher acreage is more competitive. Intensity of use on the land, and its significance and contribution to the state's agricultural industry will be considered.
- (3) Number of days that the fair is in operation and the number of years that the Fair has existed, the type of agricultural involvement and the willingness of the Fair to explore new opportunities that might include improved management and efficiency methods. Identification of problems, and examples of opportunities for growth or possible solution paths for the Fair are contained in the application.
- (4) Degree to which the project would accomplish environmental objectives, such as the protection or conservation of water resources. Those responses that rate the need for an environmental assessment as 'High' will be more competitive in the review process.
- (5) The suitability and productivity of the land for agricultural activity based on its current or historic use, physical features, and location.
- (6) Other unique factors that tend to support eligibility such as historical, open space, or aesthetic amenities, and providing opportunities for expansion and growth of the Fair.

C. Funding For Plan Implementation – Phase II

Once a Business Plan has been developed and approved by Agricultural Resources at the completion of Phase I, funding for Plan implementation may be available. Funding from the Program is optional and awards may be rescinded at anytime during the technical assistance and business plan development phase. Both the Fair and Agricultural Resources must agree upon which selected elements from the Business Plan will be implemented prior to proceeding on to Phase II. Depending on the availability of funding, Agricultural Resources may offer the Participants one of two funding options. Participants must agree to all the conditions contained in either (1) or (2) below:

- (1) In exchange for up to Twenty-five Thousand (\$25,000) Dollars, the Participants will agree to (a) Grant the Commonwealth a five (5) year Covenant; and (b) Implement agreed upon components of the Business Plan.
- (2) In exchange for up to Fifty Thousand (\$50,000) Dollars, the Participants will agree to (a) Grant the Commonwealth a ten (10) year Covenant; and (b) Implement agreed upon components of the Business Plan.

Responders will be informed which option the Department intends to offer when notified of acceptance into Phase I. However, a final determination will be made at the completion of Phase I. Determination of which option is offered to a Responder rests solely with Agricultural Resources. Fairs receiving funding from the Program will be issued a Form 1099 Misc indicating income from Agricultural Resources.

D. Reporting and Documentation (Phase III)

- (1) Program Participants must provide Agricultural Resources with all the records and receipts of the expenditures made with the funds received at a date specified in the contract.
- (2) In order to evaluate the impact of the Program and upon request from Agricultural Resources, Participants must submit information and financial data pertaining to their Fair operation to Agricultural Resources for a period of up to five years following the termination date specified on the contract. All such financial data shall be considered confidential.

(3) Instructions for Submission of Responses

Anyone interested in submitting a response to this Request for Response must submit the completed **Section II - Application** and a completed **Section III - Financial Statement**.

In addition to Section II and Section III, a Responder must submit (1) a USGS topographic map and (2) an aerial photo, with the Fair property bounds outlined on each.

A. Application Evaluation

A staff review team ("Review Team") will consider all complete responses and rank them according to the stated criteria. The Review Team will be comprised of Agricultural Resources staff and Program consultants. Their ranking and recommendations will be conveyed to an Advisory Committee appointed by Agricultural Resources, that are representative of a cross-section of the business and agricultural sectors, including employees of Agricultural Resources. The Advisory Committee will consider the rankings and then convey recommendations to the Commissioner of Agricultural Resources for final decisions. Agricultural Resources will make notifications of acceptance and rejection to applicants, in writing. A Responder can withdraw a response at any point. Agricultural Resources reserves

the right to consider geographic distribution of awards and/or agricultural diversity as additional criterion. All acceptances will be conditional upon the availability of funding.

B. Deadline For Responses

Responses (Section II and Section III) with ALL requested supporting documents, noted in Section III, 5., must be received no later than 3 P.M., March 21, 2007 at the following address: Mary Jordan, Massachusetts Department of Agricultural Resources, 251 Causeway Street, Suite 500, Boston, MA 02114-2151. **Electronic copies and Facsimiles will not be accepted.**

(4) RFR Attachments:

A. At the beginning of Phase II, a Participant must be willing to execute a Covenant, a sample of which is available upon request.

B. Any Participant (also called a Contractor or Bidder on the attachment forms) who is accepted for participation in Phase II of the Program must complete the following:

1. Commonwealth Terms and Conditions. If the Bidder already has executed and filed the Commonwealth Terms and Conditions, please indicate this in your Response. The Commonwealth Terms and Conditions shall be incorporated by reference into any Contract for Commodities and Services executed pursuant to this RFR. A Bidder is required to execute the Commonwealth Terms and Conditions only once.
2. Verification of Taxation Reporting Information (W-9) Form.
3. Commonwealth Standard Contract.
4. Northern Ireland Notice and Certification.
5. Electronic Funds Transfer Form (EFT). (Optional)
6. Contractor Authorized Signatory Listing
7. Affirmative Action Commitment Statement
8. Affirmative Market Program Plan form.
9. Scope of Services and Budget
10. Consultant Contractor Mandatory Submission Form
11. Property Description Form* (accompanied by a copy of the deed(s) for the fair property that will be placed under the Agricultural Covenant)
12. An executed recordable Covenant*

**Please consult the division director to request a sample of items 11 and 12. Attachments are available at <http://www.mass.gov/osd>*

It is not necessary to complete any of the above forms as part of the response to this RFR. Once a Responder has been selected to be a Participant in the Program, Agricultural Resources will provide a copy of these Attachments to the Participant for completion and execution in the contract approval process.

(5) Notice to Responders:

A. This RFR is distributed electronically using the Comm-PASS system. It is the responsibility of every Responder to check Comm-PASS for any addenda or modifications to an RFR to which they intend to respond. The Commonwealth of Massachusetts and its subdivisions accept no liability and will provide no accommodations to Responders who fail to check for amended RFRs and submit inadequate or incorrect Responses. Potential Responders are advised to check the "last change" field on the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. Comm-Pass is available on line at <http://www.Comm-PASS.com>. For those utilizing the Comm-PASS system, the RFR attachments listed herein are available on line on the "Forms Page" of the Operational Services Division web site (www.mass.gov/osd).

B. Responders may not alter the RFR language or any RFR component files. Responders must respond in accordance to the RFR directions and complete only those sections, which prompt the Responder for Response. Modifications to the body of this RFR, specifications, terms, and conditions, or which change the intent of this RFR are prohibited. Any unauthorized modifications will disqualify a Response.

(6) Contract Type: Maximum Obligation

(7) Acquisition Methods: Purchase\Fee for Service

(8) Number Of Vendors Required (Single or Multiple): Multiple

(9) Single or Multiple Department Users: Single

(10) Anticipated Contract Duration: Through May 31, 2008, with 1 (one) 1 year option to renew.

(11) Anticipated Expenditures, Funding or Compensation: Maximum of \$50,000 per Program Participant.

(12) RESERVES:

This RFR is an open enrollment solicitation, which means the Department of Agricultural Resources reserves the right to re-open this solicitation and add new contractors at any time during the life of this contract (which includes any options to renew). Open enrollment solicitation will have a defined open period during which a bidder may submit a response.

This solicitation may be re-open for the following reasons;

1. For special projects that are compelling and that happen "out of cycle" for the program. Special projects may be very large tracks of land, individual emergencies or disasters, or special opportunities for agricultural development to an industry or region. Out of cycle projects will be subject to the same review of staff, will be required to meet all thresholds of the Agricultural Fairs Improvement Program, and will be subject to the same approval of the Commissioner.
2. Increased Funding.
3. Changing needs of the department.

(12) RFR required Specifications

In general, most of the required contractual stipulations are referenced in the Standard Contract Form and the Commonwealth Terms and Conditions (either version). However, the following RFR provisions must appear in all Commonwealth competitive procurements conducted under 801 CMR 21.00:

The terms of 801 CMR 21.00: Procurement of Commodities and Services (and 808 CMR 1.00: Compliance, Reporting and Auditing for Human and Social Services, if applicable) are incorporated by reference into this RFR. Words used in this RFR shall have the meanings defined in 801 CMR 21.00 (and 808 CMR 1.00, if applicable). Additional definitions may also be identified in this RFR. Unless otherwise specified in this RFR, all communications, responses, and

documentation must be in English, all measurements must be provided in feet, inches, and pounds and all cost proposals or figures in U.S. currency. All responses must be submitted in accordance with the specific terms of this RFR. No electronic responses may be submitted in response to this RFR.

Affirmative Market Program AMP. Massachusetts Executive Order 390 established a policy to promote the award of state contracts in a manner that develops and strengthens Minority and Women Business Enterprises (M/WBEs) and resulted in the Affirmative Market Program in Public Contracting. As a result, M/WBEs are strongly encouraged to submit responses to this RFR, either as prime vendors, subcontractors, joint venture partners or other type of business partnerships.

Non-certified bidders are strongly encouraged to develop creative initiatives to help foster new business relationships with M/WBEs within the primary industries affected by this RFR. In order to satisfy the compliance of this section and encourage bidder's participation of AMP objectives, the Affirmative Market Program Plan for large procurements greater than \$50,000 must be evaluated at 10% or more of the total evaluation. Once an AMP Plan is submitted, negotiated and approved, the agency will then monitor the contractor's performance, and use actual expenditures with SOMWBA certified contractors to fulfill their own AMP expenditure benchmarks. M/WBE participation must be incorporated into and monitored for all types of procurements regardless of size, however, submission of an AMP Plan is mandated only for large procurements over \$50,000.

Agencies may require some or all of the following components as part of the Affirmative Market Program Plan submitted by bidders: Sub-contracting with certified M/WBE firms, Growth and Development activities to increase M/WBE capacity, Ancillary use of certified M/WBE firms, Past Performance or information of past expenditures with certified M/WBEs. Agencies are encouraged to include additional incentives for bidders to commit to at least one certified MBE and WBE in the submission of AMP plans.

A Minority Business Enterprise (MBE), Woman Business Enterprise (WBE), M/Non-Profit, or W/Non-Profit, is defined as such by SOMWBA. All certified businesses are required to submit an up to date copy of their State Office of Minority and Women Business Assistance (SOMWBA) certification letter. The purpose for this certification is to participate in the Commonwealth's Affirmative Market Program for public contracting. Minority- and Women-Owned firms that are not currently certified but would like to be considered as an M/WBE for the purpose of this RFR should submit their application at least two weeks prior to the RFR closing date. For further information on SOMWBA certification, contact their office at 1-617-727-8692 or via the Internet at mass.gov/somwba.

Affirmative Market Program Subcontracting Policies. Prior approval of the agency is required for any subcontracted service of the contract. Agencies may define required deliverables including, but not limited to, documentation necessary to verify subcontractor commitments and expenditures with Minority- or Women-Owned Business Enterprises (M/WBEs) for the purpose of monitoring and enforcing compliance of subcontracting commitments made in a bidder's Affirmative Market Program (AMP) Plan. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same reimbursable cost standards as contractors.

Best Value Selection and Negotiation. The PMT may select the response(s), which demonstrates the best value overall, including proposed alternatives that will achieve the procurement goals of the department. The PMT and a selected bidder, or a contractor, may negotiate a change in any element of contract performance or cost identified in the original RFR or the selected bidder's or contractor's response which results in lower costs or a more cost effective or better value than was presented in the selected bidder's or contractor's original response.

Bidder Communication. Bidders are prohibited from communicating directly with any employee of the procuring department except as specified in this RFR, and no other individual Commonwealth employee or representative is authorized to provide any information or respond to any question or inquiry concerning this RFR. Bidders may contact the contact person for this RFR in the event this RFR is incomplete or the bidder is having trouble obtaining any required attachments electronically through Comm-PASS.

Comm-PASS. If this RFR has been distributed electronically using the Comm-PASS system, RFR attachments that are referenced are available either as separate pdf files with this RFR or on the [OSD forms](http://mass.gov/osd) page (mass.gov/osd). Bidders are solely responsible for obtaining and completing the required attachments that are identified in this RFR and for checking Comm-PASS for any addenda or modifications that are subsequently made to this RFR or attachments. The Commonwealth and its subdivisions accept no liability and will provide no accommodation to bidders who fail to check for amended RFRs and submit inadequate or incorrect responses. Bidders are advised to check the "last change" field on

the summary page of RFRs for which they intend to submit a response to ensure that they have the most recent RFR files. Bidders may not alter (manually or electronically) the RFR language or any RFR component files. Modifications to the body of the RFR, specifications, terms and conditions, or which change the intent of this RFR are prohibited and may disqualify a response.

Contract Expansion. If additional funds become available during the contract duration period, the department reserves the right to increase the maximum obligation to some or all contracts executed as a result of this RFR or to execute contracts with contractors not funded in the initial selection process, subject to available funding, satisfactory contract performance and service or commodity need.

Costs. Costs, which are not specifically identified in the bidder's response, and accepted by a department as part of a contract, will not be compensated under any contract awarded pursuant to this RFR. The Commonwealth will not be responsible for any costs or expenses incurred by bidders responding to this RFR.

Electronic Funds Transfer (EFT). All bidders responding to this RFR must agree to participate in the Commonwealth Electronic Funds Transfer (EFT) program for receiving payments, unless the bidder can provide compelling proof that it would be unduly burdensome. EFT is a benefit to both contractors and the Commonwealth because it ensures fast, safe and reliable payment directly to contractors and saves both parties the cost of processing checks. Contractors are able to track and verify payments made electronically through the Comptroller's Vendor Web system. EFT applications can be found on [OSD forms](#) page ([mass.gov/osd](#)). Additional information about EFT is available on the [VendorWeb](#) site ([mass.gov/osc](#): click on MASSfinance).

Successful bidders, upon notification of contract award, will be required to enroll in EFT as a contract requirement by completing and submitting the Authorization for Electronics Funds Payment Form to this department for review, approval and forwarding to the Office of the Comptroller. If the bidder is already enrolled in the program, it may so indicate in its response. Because the Authorization for Electronic Funds Payment Form contains banking information, this form, and any information contained on this form, shall not be considered a public record and shall not be subject to public disclosure through a public records request.

The requirement to use EFT may be waived by the PMT on a case-by-case basis if participation in the program would be unduly burdensome on the bidder. If a bidder is claiming that this requirement is a hardship or unduly burdensome, the specific reason must be documented in its response. The PMT will consider such requests on a case-by-case basis and communicate the findings with the bidder.

Pursuant to Section 11. Indemnification of the Commonwealth Terms and Conditions, the term "other damages" shall include, but shall not be limited to, the reasonable costs the Commonwealth incurs to repair, return, replace or seek cover (purchase of comparable substitute commodities and services) under a contract. "Other damages" shall not include damages to the Commonwealth as a result of third party claims, provided, however, that the foregoing in no way limits the Commonwealth's right of recovery for personal injury or property damages or patent and copyright infringement under Section 11 nor the Commonwealth's ability to join the contractor as a third party defendant. Further, the term "other damages" shall not include, and in no event shall the Contractor be liable for, damages for the Commonwealth's use of contractor provided products or services, loss of Commonwealth records, or data (or other intangible property), loss of use of equipment, lost revenue, lost savings or lost profits of the Commonwealth. In no event shall "other damages" exceed the greater of \$100,000, or two times the value of the product or service (as defined in the contract scope of work) that is the subject of the claim. Section 11 sets forth the contractor's entire liability under a contract. Nothing in this section shall limit the Commonwealth's ability to negotiate higher limitations of liability in a particular contract, provided that any such limitation must specifically reference Section 11 of the Commonwealth Terms and Conditions.

Northern Ireland Notice and Certification. All bidders must complete the Northern Ireland Notice and Certification form to satisfy M.G.L. c.7 section 22C, which states that no state agency may procure commodities or services from any bidder employing ten (10) or more employees in an office or other facility located in Northern Ireland unless the bidder certifies through the notice and certification form that if it employs ten or more employees in Northern Ireland, a) the bidder does not discriminate in employment, compensation or the terms, conditions and privileges of employment on account of religious or political belief, b) the bidder promotes religious tolerance within the workplace and the eradication of any manifestations of religious and other illegal discrimination and, c) the bidder is not engaged in the manufacture, distribution or sale of firearms, munitions, including rubber or plastic bullets, tear gas, armored vehicles or military aircraft for use or deployment in any activity in Northern Ireland.

Pricing: Federal Government Services Administration (GSA) or Veteran's Administration Supply. The Commonwealth reserves the right to request from the successful bidder(s) initial pricing schedules and periodic updates available under

their GSA or other federal pricing contracts. In the absence of proprietary information being part of such contracts, compliance for submission of requested pricing information is expected within 30 days of any request. If the contractor receives a GSA or Veteran's Administration Supply contract at any time during this contract period, it must notify the Commonwealth contract manager.

Pricing: Price Limitation. The bidder must agree that no other customer of similar size and similar terms and conditions shall receive a lower price for the same commodity and service during the contract period, unless this same lower price is immediately effective for the Commonwealth. The bidder must also agree to provide current or historical pricing offered or negotiated with other governmental or private entities at any time during the contract period upon the request of the contract manager.

Public Records. All responses and information submitted in response to this RFR are subject to the Massachusetts Public Records Law, M.G.L., Chapter 66, Section 10, and to Chapter 4, Section 7, Subsection 26. Any statements in submitted responses that are inconsistent with these statutes shall be disregarded.

Reasonable Accommodation. Bidders with disabilities or hardships that seek reasonable accommodation, which may include the receipt of RFR information in an alternative format, must communicate such requests in writing to the contact person. Requests for accommodation will be addressed on a case-by-case basis. A bidder requesting accommodation must submit a written statement which describes the bidder's disability and the requested accommodation to the contact person for the RFR. The PMT reserves the right to reject unreasonable requests.

Subcontracting Policies. Prior approval of the department is required for any subcontracted service of the contract. Contractors are responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same state and federal financial and program reporting requirements and are held to the same state and federal financial and program reporting requirements and held to the same reimbursable cost standards as contractors.

*The Department of Agricultural Resources is an Affirmation Action/Equal Opportunity Employer. Women, Minorities,
Veterans
and Handicapped persons are encouraged to apply.
This RFR is available in alternative formats upon request.*

REQUEST FOR RESPONSE – AGR-AFIP 07-P

**MASACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES
Agricultural Fairs Improvement Program**

Section II - APPLICATION

It is important that you read the Section I entitled Program Description before completing this Section II entitled Application. Key information is contained in Section I. In this Section, special instructions are in bold and Italics. Please read carefully and respond to each question carefully.

Please type or print clearly in ballpoint pen.

Date _____

Municipality	Date received (official use only)
County	Received by:(official use only)

1. Applicant(s)

Name of Fair:		
Contact Person:		
Mailing Address:		
Town:	Zip:	E-Mail:
Home Phone:	Other Phone:	

1b. Owner(s) of record if different from applicant(s):

1. Name:	2. Name:
Address:	Address:
Phone:	Phone:

Is this a Trust or Corporation? Yes _____ No _____

Who has signatory authority to sign contracts or transfer real estate for the Fair? _____

How would you describe recent development (new construction) in your immediate neighborhood?

Heavy _____ Moderate _____ Light _____

How many people earn fulltime income(s) from the Fair operation? _____

How many staff are employed throughout the year? _____

How many staff are employed during the Fair Season? _____

How many people volunteer to help operate the Fair? _____

How many people are employed part time throughout the year? _____

How many seasonal employees are hired? _____ For what period? _____

Please indicate Fair attendance:

Paid _____

Volunteers, staff, exhibitors _____

Total _____

3. Describe the activities conducted during the Fair (the use of additional paper is acceptable).

5. Describe any activities that take place on the fairgrounds property other than the Fair?

Copies of deeds for these acres are not needed for your response. Selected Responders will have to provide a copy of their deed(s) to Agricultural Resources during Phase I of the Program. The entire Fair Land must be placed under the Covenant.

Agricultural Resources needs details on the total acreage of the Fair that will be included in the Business Plan. Provide an approximate outline of the property on a United States Geological Survey topographical map. On the map, please draw outlines showing the following and label a, and b:

(a.) What land is owned? Include all parcels even if each parcel is not contiguous.

(b.) Is any land rented that should be included in the Business Plan?

Yes_____ No_____ How many acres? _____ **Please note: rented acreage is not eligible for restriction.**

Please note: Larger amounts of acreage proposed for restriction is more competitive in the review process.

Please complete this table

LAND TYPE OR USAGE	TOTAL acreage by use	Acres owned -by use	Acres rented- by use
Example: Tillable cropland	100	70	30
A. Tillable cropland			
B. Parking Area			
C. Agricultural Exhibit Buildings			
D. Commercial Buildings			
E. Administration Buildings			
F. Other:			
G. Ponds, wetlands			

If the Fair rents lands *to* others, indicate # of acres _____ and usage _____ (Choose one of the categories in table above.)

All Plans include an environmental assessment and suggest options for actions that can be taken to improve environmental viability. How high would you rate the importance of an environmental assessment at your Fair? High_____ Moderate_____ Low_____

All landowners of record and those who will receive the grant award must sign this application. Substitutes or signatures initialed by another person will not be accepted. Applicants who are not owners of the land to be restricted must have all owners sign this Section II – Application otherwise Agricultural Resources will not process it.

Signature

Date _____

Signature

Date _____

Request for Response AGR-AFIP 07-P
MASSACHUSETTS DEPARTMENT OF AGRICULTURAL RESOURCES
Agricultural Fairs Improvement Program

SECTION III - FINANCIAL STATEMENT

*It is important that you read Section I entitled Program Description before completing this Financial Statement. Key information is contained there. In the Financial Statement below, special instructions are in bold and Italics. Please read carefully. This section is to be completed by the farm operator(s). **ALL QUESTIONS MUST BE ANSWERED.***

1. List any liens or encumbrances, and the amounts, on the Land as described in the Application – Section II.

Encumbrance (to whom is the money owed)	Amount owed

2. To complete this section, applicants should use their 2003, 2004 and 2005 Tax Forms. Copies of these records are not needed by Agricultural Resources at this time, but will have to be presented to representatives of Agricultural Resources during Phase I of the Program.

Please complete the following summary. If taxes for 2005 are not completed, estimate gross and net income.

Tax Year	Gross Income	Net Income	
2003			
2004			
2005			

3. Please include off Fair Season income/jobs generated

Off Season Activity	Jobs Created

4a. The Program's goal is to provide the Fair with a plan of action to make their Fair more viable. Agricultural Resources wants to know what challenges and opportunities you see for your Fair operation. Please describe why your Fair operation is under extreme stress at this time. ***Please note: this is the most important consideration in reviewing applications. Be thorough in explaining your circumstances.*** The following information is critical. Extra sheets of paper may be attached.

- 4b. What do you think should be done to improve the economic viability of the Fair?

5. The following **MUST** be included with your application:
- USGS topographical map with your property location outlined as indicated.
 - Aerial photograph with the fair property outlined

By signing below, you are authorizing Agricultural Resources to conduct a field inspection of the land to be considered for inclusion in the Covenant. In addition, those signing below are expressing a willingness to execute an Agricultural Covenant. All fair owners must sign Section III. Substitutes or signatures initialed by another person will not be accepted.

_____	Date _____
Signature	
_____	Date _____
Signature	
_____	Date _____
Signature	

Send to: Mary Jordan
 Massachusetts Department of Agricultural Resources
 251 Causeway Street Suite 500
 Boston, MA 02114-2151
The deadline is 3:00 PM on Wednesday, March 21, 2007.